

LAND DISPOSITION POLICIES  
& PROCEDURES FOR

PARCELS TO BE DISPOSED OF  
FOR REHABILITATION AND NEW CONSTRUCTION  
OUTSIDE OF URBAN RENEWAL PROJECT AREAS

BOSTON REDEVELOPMENT AUTHORITY

MAY, 1965



## PREFACE

To augment the supply of decent, safe and sanitary housing for persons displaced by urban renewal and other public improvement programs, including code enforcement, the Boston Redevelopment Authority herein sets forth the land disposition policies and procedures for tax foreclosed parcels to be disposed of for rehabilitation or new construction outside of urban renewal project areas, which it has acquired or will acquire in the future, without consideration, from the Boston Real Property Department.

## BASIS FOR REHABILITATION STANDARDS

All structures and buildings to be disposed of for rehabilitation or new construction by the Boston Redevelopment Authority shall be made to conform to:

1. the standards of Article II of the State Sanitary Code, "Minimum Standards of Fitness for Human Habitation," as adopted by the Massachusetts Department of Health on September 13, 1960 and effective October 1, 1960;
2. the "Building Code of the City of Boston," as amended, and all other laws, ordinances, codes, and regulations governing the provision of dwelling facilities, maintenance and occupancy, and the repair, vacation, securance and/or demolition of unfit structures;
3. the City of Boston Zoning Regulations, as amended, and all laws, ordinances, codes and regulations governing land use, lot size, building bulk, height and area, open space, building setback, off-street parking and loading, subject in all cases to provisions governing non-conforming building and site development as distinct from non-conforming land use, and;
4. all other state and local laws, ordinances, codes and regulations relating to the maintenance, repair, construction, reconstruction, use, operation, and condition of property and buildings, provided, however, that deviations from such laws, ordinances, codes and regulations may be granted and approved as provided under Chapter 121A, Massachusetts General Laws (Ter. Ed.), as amended, and as provided under such laws, ordinances, codes and regulations. Failure to set forth herein any provision of any such law, ordinance, code or regulation shall not be deemed to make such provision inapplicable.



The basic general conditions and specifications for rehabilitation of property outside of an urban renewal area shall be identical with the basic conditions and specifications prepared by the Boston Redevelopment Authority for the Washington Park Urban Renewal Area, January, 1963 (Revised January, 1964).

## II

### OBJECTIVES

The objectives of the Boston Redevelopment Authority in disposing of properties for rehabilitation or new construction outside of urban renewal areas to developers are:

1. To encourage a higher owner-occupant ratio in these areas.
2. To provide additional relocation housing resources for displacees resulting from governmental actions.
3. To provide housing at rentals and prices comparable to, or lower than, those made possible under the Section 221(d)(3) program.
4. To return properties to the tax rolls, whereby the tax base will be expanded.
5. To promote neighborhood initiative to improve the quality of individual properties and general living conditions.

## III

### GENERAL ANNOUNCEMENT OF AVAILABILITY AND PREQUALIFICATION OF DEVELOPER

The Boston Redevelopment Authority will undertake to notify all interested parties that certain parcels of land in the City will be available for disposition, in accordance with the procedures herein set forth, during 1965. This announcement, by general newspaper publication, shall contain the following information:

1. A brief description of the property(ies) available for rehabilitation and new construction.
2. Developer preference and the purpose(s) for disposition.
3. A request that interested parties submit a letter of interest stating their qualifications to undertake such rehabilitation or new construction and the mailing address to which expressions of interest should be submitted.



In determining a developer's qualifications, the Boston Redevelopment Authority will give preference according to the following priorities:

1. Families and individuals displaced by urban renewal or other public action programs who desire to become owner-occupants.
2. Developers who wish to rehabilitate and/or develop on a "package" basis for resale or rental to families displaced by urban renewal or other governmental action.
3. Other developers who wish to rehabilitate or develop on an individual basis for resale or rental on a thirty day priority to families displaced by urban renewal or other governmental action.
4. Other developers who wish to rehabilitate or develop on an individual basis for resale or rental to all other interested parties.

#### IV

##### DEVELOPER INTERVIEWING PROCEDURE

As letters of interest are received at the Authority offices, an interview with prospective developers will be arranged to obtain the following information:

- a. Applicant's, name and address
- b. If displaced by public action
- c. If applicant is a developer:
  1. list of contracts now on hand, including a schedule indicating amount of each contract, nature of work and completion date.
- d. If a corporate organization:
  1. list of principal officers and
  2. financial backers
- e. Previous development experience (if any):
  1. (list) location, cost, architect, contractor and references
- f. Credit information:
  1. financial statements of corporation or principals
  2. bank references
  3. statement of available funds from all sources
- g. History of organization



- h. Names of contractor(s) to be used
- i. Extent of rehabilitation to be undertaken and
- j. Number of parcels desired and identification of each.

At this time arrangements will be made for the developer to subsequently provide certified financial statements, including a profit and loss statement and current balance sheet fully itemized in accordance with accepted accounting principles. The Authority will also make its own financial credit check.

In return for a check in the amount of \$10.00 made payable to the Boston Redevelopment Authority, the developer will receive a "developer's kit" which will include:

- 2    1. work write-ups for the properties concerned,
2. cost estimate of repairs to be completed by the developer,
3. basic general conditions and specifications for the rehabilitation of property in an Urban Renewal Area, prepared by Boston Redevelopment Authority, Washington Park, January, 1963 (Revised January, 1964)
4. appropriate maps, if applicable, and
5. four copies of HHFA Form H-6004 or H-6004A, as appropriate, (to be completed by the prospective developer). When a developer is selected, this money will be applied toward the down payment. For those not selected, the deposit will be returned.

Developers who wish to render "package" submissions must provide a check in an amount not to exceed \$100.00 made payable to the Boston Redevelopment Authority.

V

REVIEW OF MATERIALS

On behalf of the Authority, the Development Administrator will evaluate each prospective developer's qualifications, including credit and community references.

HHFA Form H-6004 or H-6004A, as appropriate, will be submitted to the Authority for review and comment as to the acceptability of each developer.



Following such evaluation, the Development Administrator will recommend to the Authority a list of qualified developers to undertake the proposed developments. After receipt of this recommendation, the Authority will determine which developer(s) will be permitted to undertake specific properties for rehabilitation and/or new construction. All developers will be notified of the decision(s) by letter promptly.

DEVELOPER'S LETTER OF INTENT & DISPOSITION

The selected developer(s) approved by the Authority to undertake rehabilitation and new construction on the basis of qualifications shall be so informed promptly and shall be requested to furnish a Letter of Intent which will contain the following materials:

1. Statements by the developer that he agrees:
  - a. To pay the price of land and/or buildings situated thereon as established by the Authority.
  - b. To the terms and conditions of the proposed Land Disposition Agreement. All work to be done will be incorporated in any Land Disposition Agreement to be executed by the Authority and the developer and will constitute binding elements to the agreement.
  - c. To cooperate with Authority staff on the standards to be achieved in rehabilitation or new construction proposals in order that the building will conform fully to the standards cited herein.
  - d. To comply with the timetable established by the Authority.
  - e. To comply with the occupancy or sale priority as established in the Land Disposition Agreement.
2. Name of the general construction contractor or contractors to be used, if known.
3. Any other drawings or statements that the developer or Authority consider essential to the understanding of the proposal (to be kept to a minimum).
4. Management proposals once buildings are rehabilitated, if applicable including proposed initial rental schedule.

The Letter of Intent shall, upon the acceptance of the Authority constitute final approval of the developer. Additional provisions of the letter shall be in the form prescribed by the Authority.



Good Faith Deposit A good faith deposit not to exceed \$100.00 per property shall be made by the developer at the time of acceptance of the Letter of Intent by the Authority. Upon conveyance of title, the good faith deposit shall be applied as part of the down payment. This deposit shall be forfeited if the developer fails to execute the Land Disposition Agreement within the time specified by the Authority. The deposit shall be returned if the Authority is unable to proceed with disposition. No interest shall be paid by the Authority upon any deposit. The Land Disposition Agreement will be executed at a time specified by the Authority in accepting a Letter of Intent.

## VII

### GENERAL PROVISIONS

#### 1. Conflicts of Interest

All prospective redevelopers must make full disclosure in forms to be provided by the Authority of any potential conflict of interest between the redeveloper and his employer or partners and the Authority and its employees which may arise by reason of family, business, partnership or other associations. Wilful failure to make such disclosure at the time provided may be grounds for rejection of the redeveloper.

#### 2. Waivers and Appeals

The Authority reserves the right to make such waivers regarding procedural aspects only as it deems necessary from time to time. All such waivers shall apply equally to all redevelopers concerned with any parcel.

#### 3. Nondiscrimination Requirements Under Civil Rights Act of 1964 (Title VI)

The Land Disposition Agreement shall require that the deed contain a covenant binding the developer not to discriminate on the basis of race, color or national origin in the sale, lease or rental or in the use or occupancy of the property or any improvements erected.



May 13, 1965

Boston Redevelopment Authority

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PROPOSED NOTICE OF AVAILABILITY

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**BOSTON REDEVELOPMENT AUTHORITY**  
**REHABILITATION AND NEW CONSTRUCTION OPPORTUNITIES**  
**Properties for Rehabilitation and New Construction in the City of Boston**

PROPERTIES AVAILABLE:

29 properties are available, which are located in various parts of the city. 26 of the properties are primarily two or three family dwelling units, wood or brick structures and 3 are vacant lots which can be developed for a two family dwelling.

DEVELOPER PREFERENCE:

- a. First preference will be afforded to financially qualified families displaced by urban renewal or other public action programs for rehabilitation or new construction of individual properties which are to be occupied and maintained as a residence.
- b. Second preference will be given to firms or individuals for the rehabilitation or new construction of properties on a "package" basis for resale or rental to families displaced by urban renewal or other governmental action.
- c. Third preference will be given to firms or individuals for the rehabilitation or new construction of properties on an individual basis for resale or rental on a thirty day priority to families displaced by urban renewal or other governmental action.
- d. Fourth preference will be given to firms or individuals for rehabilitation or new construction of properties on an individual basis for resale or rental to all other interested parties.

LETTER OF INTEREST:

All interested parties should submit expressions of interest and their qualifications to undertake such rehabilitation or new construction to the Boston Redevelopment Authority, Edward J. Logue, Development Administrator, City Hall Annex, Boston, Massachusetts 02108.

**BOSTON REDEVELOPMENT AUTHORITY**

Msgr. Francis J. Lally, Chairman  
Stephen E. McCloskey, Vice Chairman  
James G. Colbert, Treasurer  
Melvin J. Massucco, Assistant Treasurer  
George P. Condakes, Member

Edward J. Logue, Development Administrator



MEMORANDUM

May 13, 1965

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TO: Boston Redevelopment Authority

FROM: Edward J. Logue, Development Administrator

SUBJECT: DISPOSITION POLICIES AND PROCEDURES FOR PARCELS TO  
BE SOLD FOR REHABILITATION AND NEW CONSTRUCTION  
OUTSIDE OF URBAN RENEWAL AREAS/AUTHORIZATION TO  
PUBLISH NOTICE OF AVAILABILITY

The Authority has acquired from the City of Boston 29 tax-foreclosed properties located in various parts of the city outside of urban renewal project areas. Twenty-six of these properties are primarily two or three family dwelling units, wood or brick structures and three are vacant lots upon which 2 family houses can be constructed.

It is recommended that the Authority adopt the attached policy procedures for the disposition of all tax foreclosed parcels it has **acquired** or will acquire without consideration outside urban renewal project areas, from the City Real Property Department, for purposes of rehabilitation and/or new construction. The salient features of the policy are outlined below:

Objectives: The objectives of the policy are:

- (1) to encourage a higher owner-occupancy ratio;
- (2) to provide additional relocation housing resources for displacees resulting from governmental actions;
- (3) to provide housing at rentals and prices comparable to and lower than, those made possible under the Section 221 (d) (3) program;
- (4) to return properties to the tax rolls, whereby the tax base will be expanded;
- (5) to promote neighborhood initiative to improve the quality of individual properties and general living conditions.

Procedure: The following procedure is proposed by the policy:

- (1) publication of a general announcement of availability of properties to be sold for rehabilitation and/or development;
- (2) determination of eligible developers for specific parcels;
- and (3) selection of developers by the Authority.

Priorities: Developers will be selected in accordance with the following priorities which are designed to promote the objectives of the policy: (1) financially qualified families displaced by urban renewal or other public action programs who desire to become



an owner-occupant; (2) firms and individuals who wish to rehabilitate and/or develop on a "package" basis for resale or rental to families displaced by urban renewal or other governmental action; (3) other firms or individuals will also be given an opportunity to rehabilitate and/or develop property on an individual basis for resale or rental on a thirty day priority to families displaced by urban renewal or other governmental action; and (4) other firms or individuals who wish to rehabilitate and/or develop property on an individual basis for resale or rental to all other interested parties.

I recommend that the "Land Disposition Policies and Procedures for Parcels to be Disposed of for Rehabilitation and New Construction Outside of Urban Renewal Project Areas" presented at this meeting be adopted, and that the Development Administrator be authorized to publish a general announcement of the availability of properties to be sold for rehabilitation and/or development.